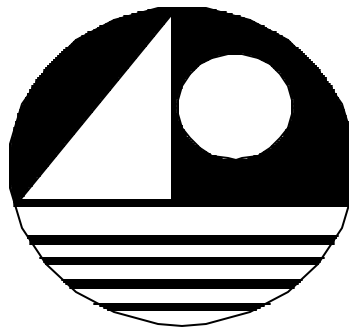


CITY OF MIAMI BEACH
BUILDING DEPARTMENT



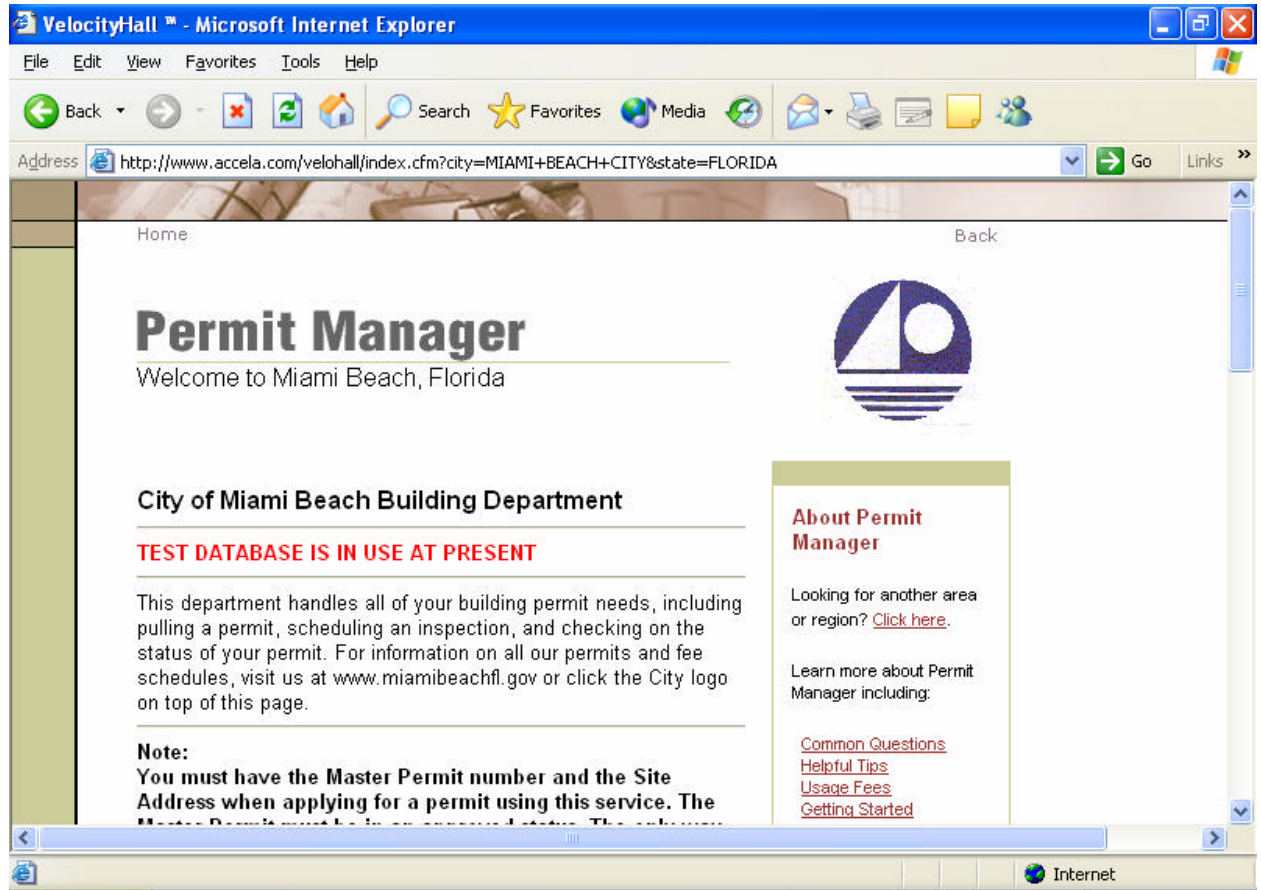
CONTRACTOR

REGISTRATION

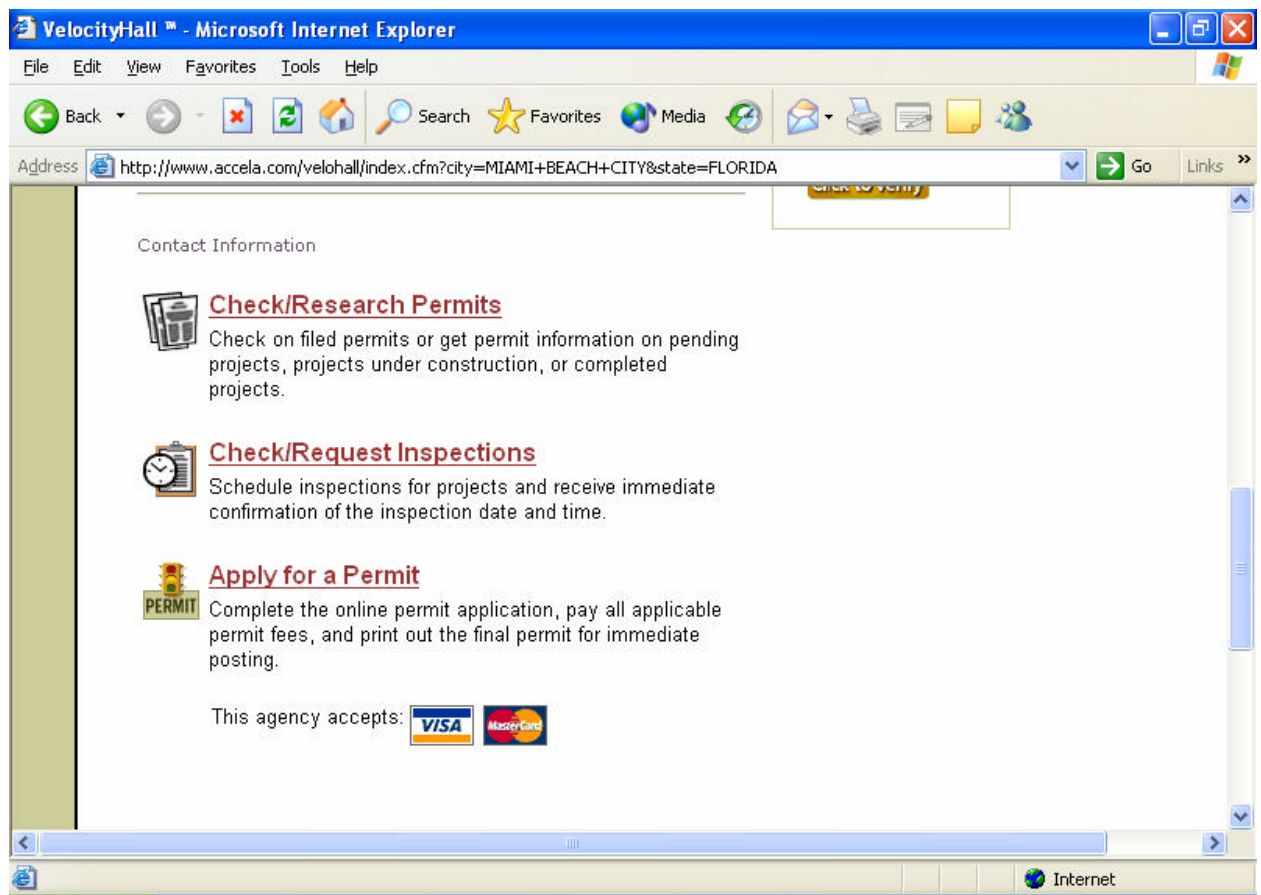
PROCEDURES

CONTRACTOR REGISTRATION:

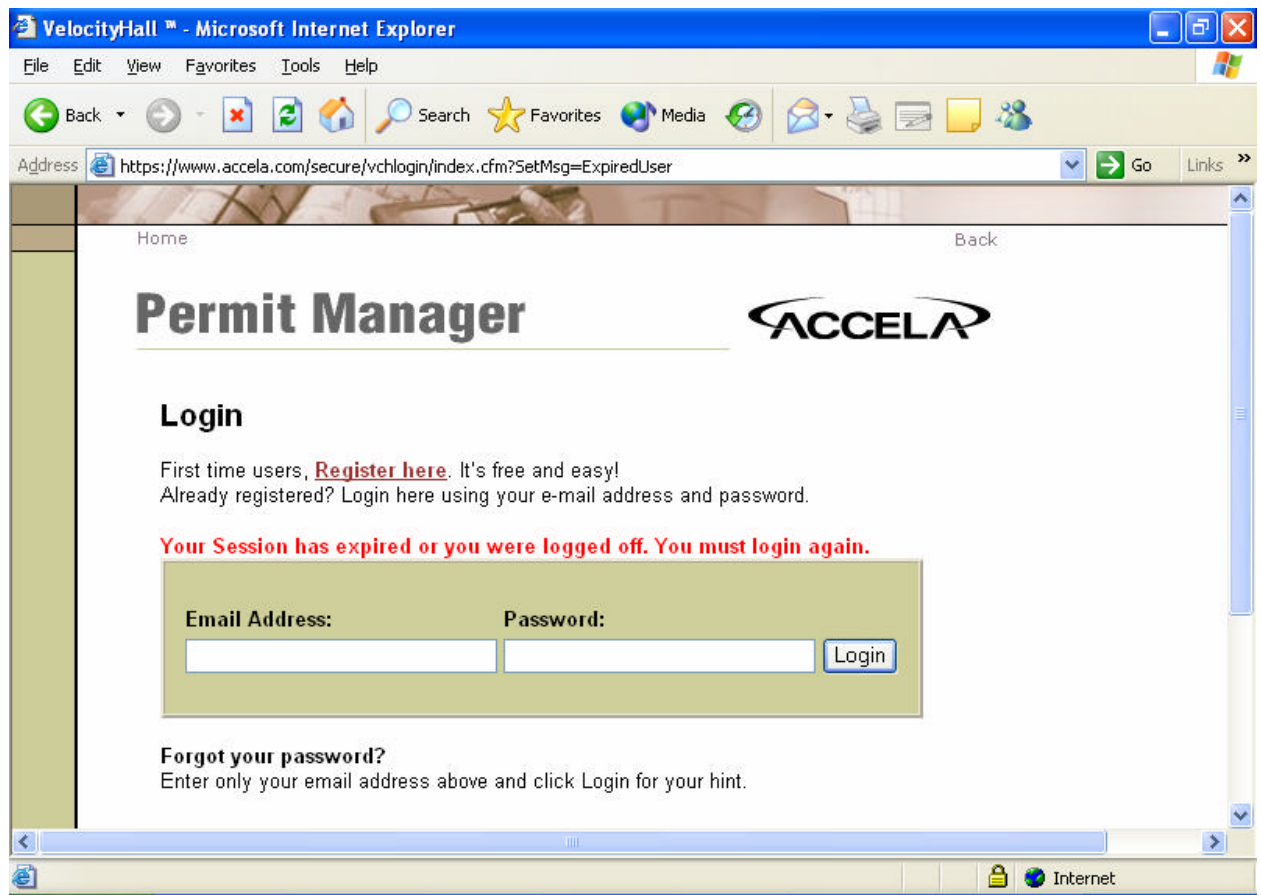
To log into the City of Miami Beach Building Department Web permits on On-Line Web Permits go to the Address Line type in <http://www.accela.com/miamibeach> and click Go.



- ✓ Scroll down to **Apply for a Permit** (see below);
- ✓ Click **Apply for a Permit**.



- ✓ Click [Register here](#).



- ✓ Type in your email address in **Email***, tab;
- ✓ Type in your password that you will remember in **Password***, tab;
- ✓ Retype the same password in **Re-type Password***, tab;
- ✓ Type in a password hint in case you forget password in **Password Hint***, tab
- ✓ Type in Qualifier's First Name in **First Name***, tab;
- ✓ Type in Qualifier's Last Name in **Last Name***, tab;
- ✓ Type in the Contracting Company Name in **Business Name***, tab;
- ✓ Type in Contracting Company Address in **Address***, tab;
- ✓ Type in Contracting Company City in **City***, tab;
- ✓ Type in Contracting Company State in **State***, tab;
- ✓ Type in Contracting Company Zip Code in **Zip***, tab;
- ✓ Type in Contracting Company Phone Number in **Work Number***, tab;
- ✓ Type in Contracting Company Fax Number in **Fax Number**, tab;
- ✓ Click **Proceed** button.

VelocityHall™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.accela.com/secure/vchregister/index.cfm?FUSEACTION=START> Go Links

New User Registration

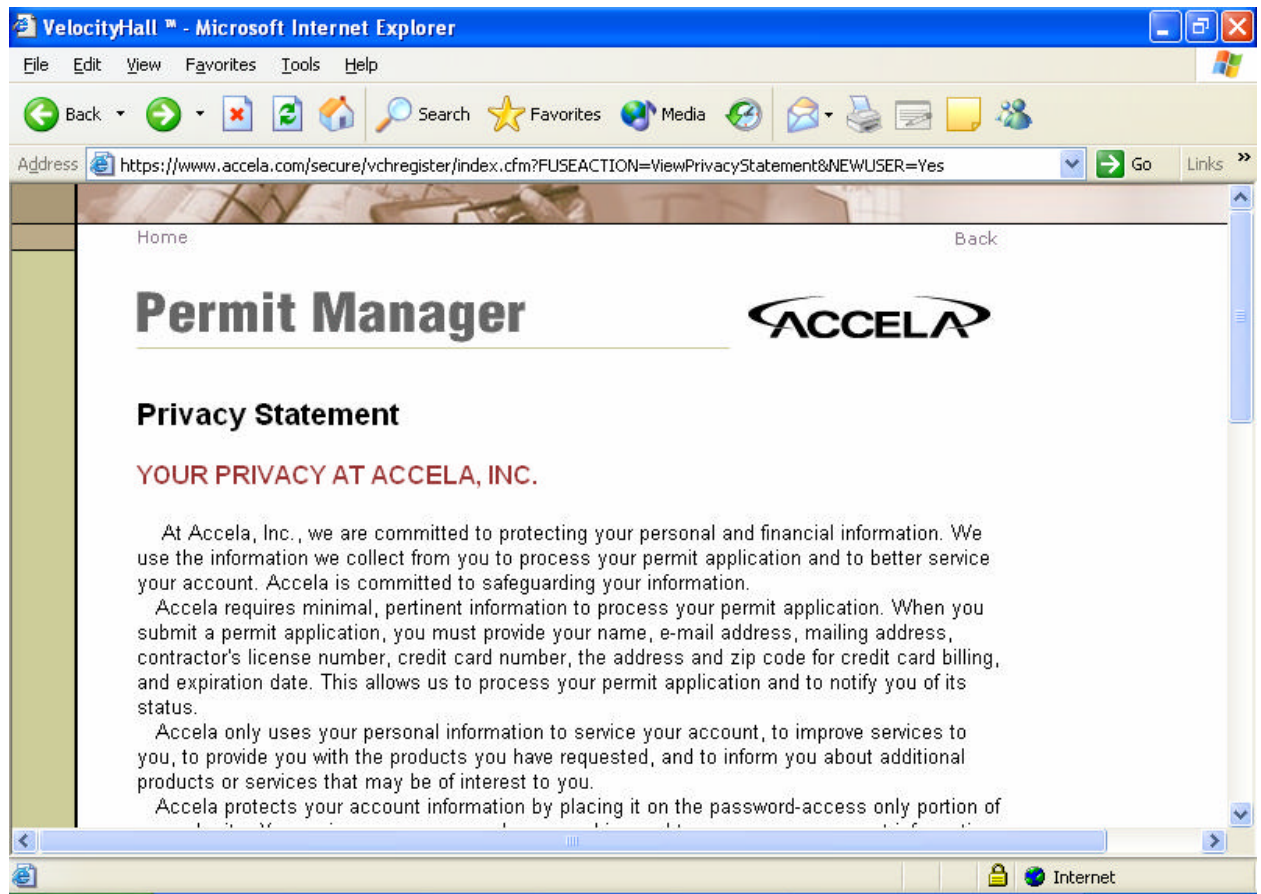
Items marked with '' are required.*

Email *	<input type="text" value="eisleysanchez@msn.com"/>		
Password *	<input type="password" value="....."/>		
Re-type Password *	<input type="password" value="....."/>		
Password Hint *	<input type="text" value="sign14"/>		
First Name *	<input type="text" value="Evie"/>		
Last Name *	<input type="text" value="Heisley Sanchez"/>		
Business Name *	<input type="text" value="HS Construction Services"/>		
Address *	<input type="text" value="700 Convention Center Dr"/>		
City *	<input type="text" value="Miami Beach"/>		
State *	<input type="text" value="Florida"/>		
Zip *	<input type="text" value="33139"/>	<input type="text" value=""/>	<input type="text" value=""/>
Work Number *	<input type="text" value="(305)"/>	<input type="text" value="673"/>	<input type="text" value="7000"/>
Fax Number	<input type="text" value="(305)"/>	<input type="text" value="678"/>	<input type="text" value="7857"/>

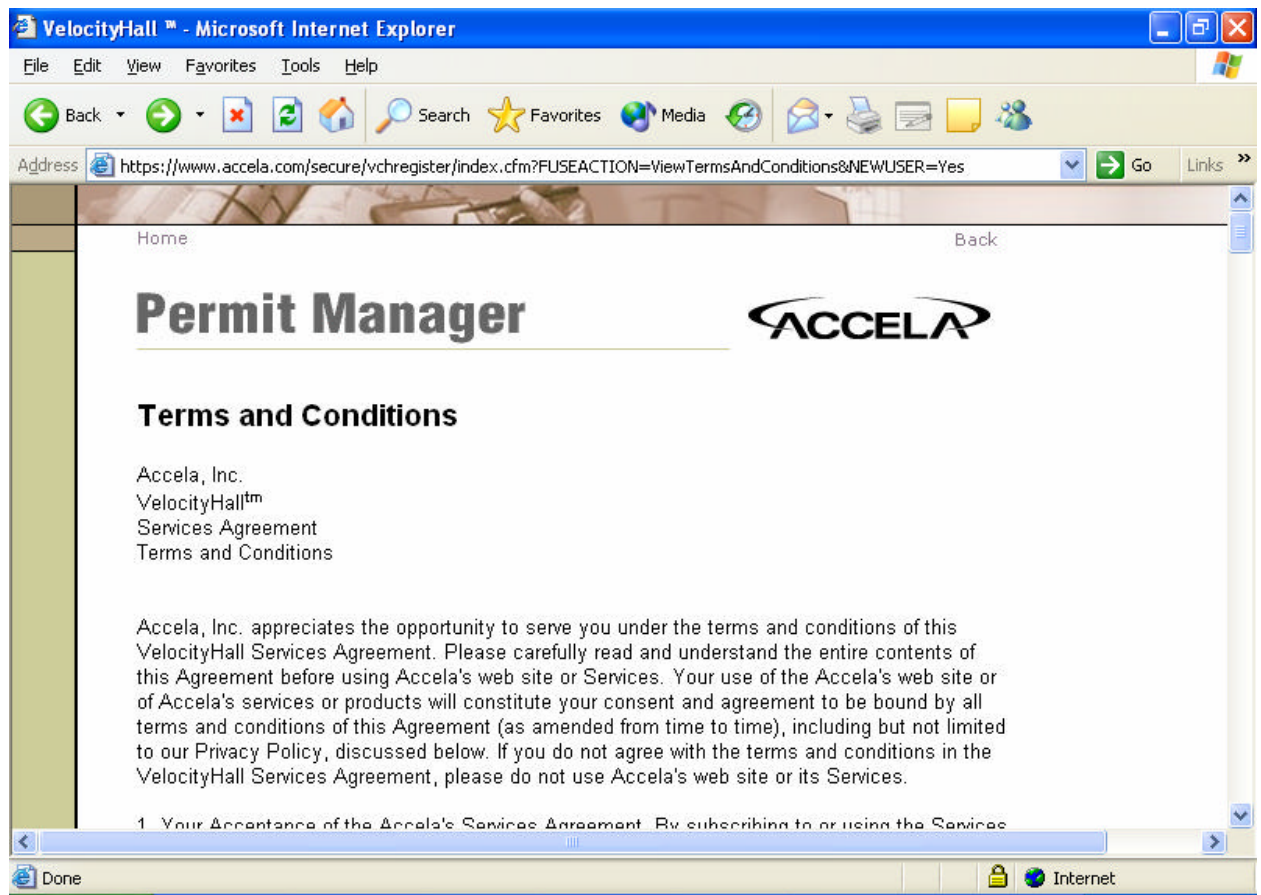
Please verify the information you have entered above.

Done Internet

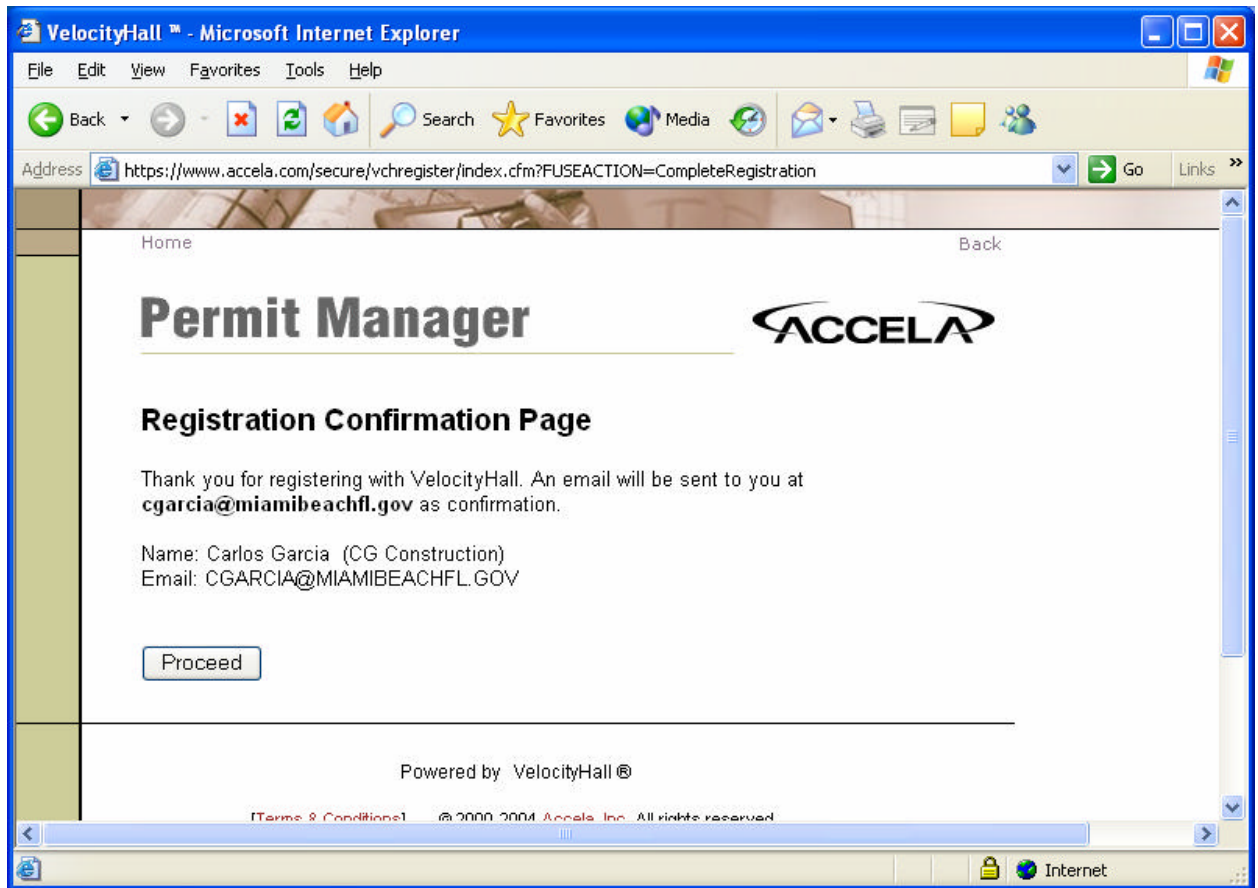
- ✓ Please read the Privacy statement and click the **Proceed** button.



- ✓ Read the Terms and Conditions and click the **I Agree** button.



- ✓ You will get a message thanking you for registering..., click **Proceed** button.



At this point you will need to log off as you will not be allowed access until the City of Miami Beach Building Department has authorized you as a user.

Your next step is to report to the City of Miami Beach Building Department to fill out the Declaration Document. These forms will be supplied at the permit counter.

Fill in the information and sign the document for notarization and at the permit counter station reading **License Registration**.